



JOHN ENGLER, Governor

DEPARTMENT OF MANAGEMENT & BUDGET

P.O. BOX 30026, LANSING, MICHIGAN 48909

MARK A. MURRAY, Director

May 10, 1996

**OFFICE OF ADMINISTRATIVE SERVICES
ADVISORY MEMORANDUM NO. 96-5**

TO: All Offices

SUBJECT: Recruitment and Employment of Student Assistants and Co-ops

Recognizing the need for a more efficient process for the recruitment and placement of student assistants and student co-ops, the following procedures are effective immediately.

Student Assistants

- The office should submit a Departmental Requisition form (DMB-26) and a Position Description to the Office of Administrative Services for Civil Service review and approval.
- Upon receipt of the approval, the office should contact the college or university, or the Personnel Office if the existing student assistant employment list will be used, regarding the job vacancy and area of study required. The office should coordinate the interview process with the college or university, and obtain a completed Michigan Government Student Programs application from the candidates interviewed.
- The office should make a recommendation for hire and submit the candidate's application to the Personnel Office.
- The Personnel Office will coordinate placement of the preferred candidate on the student assistant employment list. When the candidate is on the employment list, the job offer and start date will be coordinated with the hiring manager.

Student Co-ops

- The office should submit a Departmental Requisition form (DMB-26) and a Position Description to the Office of Administrative Services for review and approval.

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- Upon receipt of the approval, the office should contact the school districts regarding the vacancy. The office should advise the school coordinator of the type of position required (such as clerical or laborer), the office contact for coordinating interviews, and the starting date of the position.
- When the student co-op has been selected, the office should contact the Personnel Office with the student's name and starting date.
- School district contacts are:

Lansing School District	Pat Utter	325-6912
Eaton Intermediate School District	Sheree Newell	543-5500 or 627-6462

Policies contained in Office of Administrative Services Advisory Memorandum No. 96-1 must be adhered to when selecting student assistants and student co-ops.

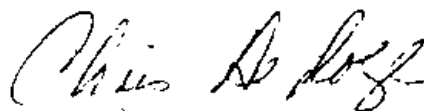
Administrative Services Letter No. 2-3 dated October 24, 1983 is rescinded.

Distribution of Memorandum

For your convenience, two copies of this memorandum have been provided. Please retain one copy in a central file for future reference. The other copy should be forwarded to those individuals within your office responsible for daily administration of the subject activity.

Questions regarding this memorandum may be directed to Larry Murray at 37-31000.

Your cooperation and adherence to this procedure is appreciated.



Chris DeRose, Acting Director
Office of Administrative Services